



# L A S S E N

# S U P E R I O R

# C O U R T

**TONY MALLERY**

PRESIDING SUPERIOR COURT JUDGE

**MARK NAREAU**

ASSIST PRESIDING SUPERIOR COURT JUDGE

**CHRISTOPHER VOSE**

COURT EXECUTIVE OFFICER

## Civil/Family Law/Probate Record Search Request/Request for Copies

Date: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_

Phone/Fax#: \_\_\_\_\_ Email/Mailing Address: \_\_\_\_\_

Case Number (if Known): \_\_\_\_\_ Case Title: \_\_\_\_\_ vs \_\_\_\_\_  
(Case Title example: Your name as it was filed and the other Parties name, if unsure provide all names it could have been filed under maiden name, change of name, alias, business name etc.)

Type of Case: (Divorce, Civil, Small claims etc.) \_\_\_\_\_

Approximate Date it was filed: \_\_\_\_\_ Document(s) or Information Requested or Needed, if unsure what is needed please give brief description below, such as Social Security forms to complete, background employment information etc.

Document/File/Copies Needed (example Judgment, custody order etc.) \_\_\_\_\_

Description (if not sure): \_\_\_\_\_

Date needed by: \_\_\_\_\_ (see below requirements for priority )

**\*Priority (such as an emergency, mandatory deadline, etc )** otherwise it is 10 Day turn around if the case is in our current index which is from fall 1989-current. If the case is not in our current index and has to be hand searched it will be a 15 day turn around.

Fax the Completed request to: 530-257-9061 or Email request to [records@lassencourt.ca.gov](mailto:records@lassencourt.ca.gov)

Copies are .50 cents a page, Certification (s) \$40.00 a piece for Civil/Family Law/Probate, \$15.00 for Judgment of dissolution only (Certification fees are in addition to the copy fee) \*\*Note certified copies must be mailed the embossed seal used if faxed or emailed will not show or be considered the original by the agency requesting the certification, (if mailed requestor will need to provide a self address stamped envelope for return by mail or you may pick it up at the filing office located @2610 Riverside Dr. Susanville, CA 96130

**\*\*Please note all Juvenile, Adoption or any Confidential Document/File requests must made in person @ Lassen Superior Court at the address listed below, you must be a party to the action or obtain a court order if you are not a party to the action in order to obtain copies/certification(s).\*\*\***

**\*\*The Court will contact the requesting party when the case has been located, and notify the requestor of the fees/costs to be paid, they may be paid in person cash/check or charge or by phone with a debit/credit card\*\***

**2610 Riverside Drive, Susanville, CA 96130 ♦ (530) 251-8205**

☐ **Operations**  
-Filing Office  
-Courtroom Services  
(530) 257-9061 Fax

☐ **Administration**  
-Fiscal  
-Human Resources  
(530) 251-4922 Fax

☐ **Judicial Suite**  
(530) 251-8431 Fax

☐ **Family Court Services**  
-Access to Justice Center  
-Teen Court  
(530) 257-8756 Fax  
(530) 251-8430 Teen Court Fax